

# Governor's Office of Economic Development



## Executive Assistant

The Governor's Office of Economic Development is seeking a highly skilled and motivated Executive Assistant to work in coordination with staff in our Northern Office.

The Executive Assistant will provide advanced level administrative support to the Executive Director and other Division Directors by:

- Providing high level administrative and managerial support to business executives;
- Coordinating project work in a timely manner including individual and agency meeting planning;
- Organizing travel, meetings and coordinating calendar for executive director;
- Providing top level customer service with attention to detail;
- Being highly organized and following through;
- Being familiar with the Open Meeting law & process (posting requirements, meeting minutes, maintaining files and documentation);
- Screening incoming communication for executive director and monitoring executive deadlines;
- Assisting with contract preparation and correspondence and maintaining hard copy and electronic files;
- Ensuring adherence to agency and office policies and procedures;
- Acting as liaison with external entities;
- Analyzing problems, seeking relevant information and developing solutions;
- Coordinating communications between the director, staff and program clientele;
- Researching information from internal and external sources;
- Possessing and utilizing expert knowledge of Microsoft Office products, including Excel, Word and PowerPoint;
- Handling confidential and sensitive information with discretion;
- Taking direction from several people at once and prioritizing and multitasking;
- Providing general supervision of administrative support staff;
- Performing other duties as may be required by the organization.

**This position requires excellent written and oral communication skills. BA/BS degree highly desirable. Must have current or previous experience supporting executive level staff.**

This is a full time/non-classified/non-exempt position. The salary range for the Administrative Assistant is \$42,000 - \$45,000 annually. Salary reflects retirement (PERS) contribution by both the employee and the employer. An employer paid contribution plan is also available at a reduced gross salary. The State of Nevada has an excellent benefit package that includes a retirement system, paid health, vision, dental, life and disability insurance; 11 paid holidays; and paid sick and annual leave. Other employee paid benefits such as a deferred compensation plan are available. Please note: Furlough leave is mandatory for Nevada State employees and will result in a reduction of income of 4 hours per month starting July 1, 2013 through June 30, 2015. The salary listed above does not reflect the reduction from the required furlough.

The position will be located in Carson City.

Resumes will be accepted until the recruitment needs are satisfied.

To Apply: Please forward resumes to the Governor's Office of Economic Development, Attn: Michelle Fox, 808 W Nye Lane, Carson City, Nevada 89703, or via email at [mfox@diversifynevada.com](mailto:mfox@diversifynevada.com). **Please no phone calls.**